



UNCLASSIFIED

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or Human Resources office.

1. Agency Name Kansas Department of Commerce		9. Position # K0240767	10. Working Title Program Manager		Agency Number 300
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Grassroots Strategy Developer		
3. Division Office of Rural Prosperity			12. Proposed Class Title (if requesting reallocation)		
4. Section	For use by Human Resources Office	13. Allocation			
5. Unit		14. Effective Date	13a. FLSA Status Non-Exempt	Position Number K0240767	
6. Location (address where employee works) City Independence County Montgomery		15. By	Approved		
7. (check appropriate time) <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Reg. <input type="checkbox"/> Part time (____%) <input checked="" type="checkbox"/> Temp.		16. Audit Date: By: Date: By:			
8. Regular hours of work: From: 8:00am To: 5:00pm		17. Audit Date: By: Date: By:			

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

Employee will be given significant latitude to complete the work. This is a remote position, that will check in with the Director in some way, daily, with weekly team meetings and bi-monthly in person meetings at the ORP Office in Independence, KS. We will meet via Teams most days to touch base on projects and status of programs we are implementing. Director will assign work with an overview of the goals to achieve, and the timeline to achieve the goal for the project. This will be a team position, where we will work collaboratively to help support the "Champions" network in rural communities. This position will require travel, likely at least twice per month minimum

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Trisha Purdon	Director	K0242799

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Trisha Purdon	Director	K0242799

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

21. Describe the work of this position using the page or one additional page only. Use the following format for describing job duties:

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify essential (E) or marginal (M) functions.

1. 35% E Providing grassroots support and training for rural communities on issues related to economic development, housing, childcare, healthcare/wellness, broadband, workforce and community development.
2. 35% E Implement and organize Economic Development 101 trainings for grassroots “champions”, elected officials. Implement and assist in the creation of the Kansas Economic Development certification for rural community ED professionals.
3. 25% E Work with Department of Commerce staff, Chambers of Commerce, Economic Development Organizations and other stakeholders on economic development initiatives throughout the state
4. 5% M Performs special projects as assigned by the Director.

***Some or all duties may be altered in response to a disaster or large-scale emergency. This may include temporary reassignment to another work unit, division, state agency or physical location. ***

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ☐ Plans, staffs, evaluates, and directs work of employees of a work unit.
- ☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- ☒ Major program failure, major property loss, or serious injury or incapacitation.
- ☐ Loss of life, disruption of operations of a major agency.

Please give examples.

Errors or omissions may result in serious disruptions in the operation of the Office of Rural Prosperity. May also result in loss of access to the funds connected with the program.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Considerable contact made with senior-level public and private officials and local economic development professionals.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office environment.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

PC, phone, photocopier, filing cabinets and fax machines

PART III - To be completed by the supervisor or Human Resources office

27. A. List the Minimum Requirements (minimum qualifications) as stated in the state's official Class Specification. If the Class Specification has a "substitution statement", it must be replaced by whatever the agency deems to be an acceptable substitution (see the HR office for assistance). If no substitution is acceptable, then the substitution statement must be deleted.

Minimum Requirements/Qualifications:

Two to three years' experience in public administration, rural development, economic development, agriculture or related field.

Valid Driver's License

Must pass a drug test.

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- B. List any Preferred Qualifications that a well-qualified candidate (or incumbent) should have.

Preferred Qualifications:

Bachelor's degree in public administration, political science, business, agricultural science or another related field.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date